U.S. Department of State INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)						
Post U.S. Embassy Chisinau		3a. Position Number A52648				
U.S. Embassy Chisinau DoS A52648 3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.						
☐ Yes No						
4. Reason For Submission						
a. Redescription of duties: This position replaces						
(Position Number)	(Position Number)(Title)(Grade)					
☐ c. Other (explain)						
5. Classification Action	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)	
a. Post Classification Authority	Lead Gardener		FSN-4			
b. Other						
c. Proposed by Initiating Office						
Post Title of Position (if differer Lead Gardener	ı nt from official title)	7. Name of Employee Vacant				
8. Office/Section		a. First Subdivision				
GSO/Maintenance b. Second Subdivision		c. Third Subdivision				
This is a complete and accurate	10. This is a complete and accurate description of the duties and					
9. This is a complete and accurate description of the duties and responsibilities of my position. 10. This is a complete and accurate description of the duties and responsibilities of this position.					ine duties and	
Printed Name of Employee		Printed Name of Supervisor				
Signature of Employee	Date (mm-dd-yyyy)	Signature of Supervisor		Date (mm	 า-dd-yyyy)	
11. This is a complete and accurate description of the duties and 12. I have satisfied myself that this is an accurate description of						
responsibilities of this position need for this position.	this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.					
accordance with appropriate of 7111 2 standards.						
Printed Name of Chief or Agency Head		Printed Name of Admin or Human Resources Officer				
Circular d'Obi d'an Anna and Hand						
Signature of Chief or Agency Head	or Agency Head Date (mm-dd-yyyy) Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)					
13. Basic Function of Position						
Performs gardening maintenance and landscaning duties at Embassy Compound						
facilities and ground areas, ground areas of representational buildings,						
residential quarters and leased buildings. Enhances the appearance of United						
facilities and ground areas, ground areas of representational buildings, residential quarters and leased buildings. Enhances the appearance of United States Government properties through planting, landscaping, maintaining or flowering shrubs, plants and other horticultural means. Performs general						
supervision of gardeners.						
14 Major Duties and Beenen-1533	tion					
14. Major Duties and Responsibilities						

60% Landscaping and Gardening: Performs landscaping and gardening activities which may include but are not limited to: prepares soil and plants, cultivates, and fertilizes, applies pesticides and other chemicals, waters, sprays, prunes, and transplants shrubs, trees, vegetables, flowers plants, and perennial and annual flowers; may pot certain flowers and plants for indoor and outdoor displays; seeds, fertilizes, waters, mows grass and generally maintains lawns; may raise flowers and plants in a greenhouse. Operates lawn and grounds equipment which includes power mowers, trucks, sprinkler system, snow blowers, bucket ladders, fork lift and other gardening hand tools and powered equipment while landscaping or maintaining grounds. Oversees contractors doing similar work as needed. Drives Embassy vehicle in performance of official duties.

20% Supervision: Performs general supervision of gardener team based on work requests assigned. Assigns tasks to the gardeners and oversees the performance of tasks, providing guidance and assistance with task completion as needed). Uses computer to respond to computerized work orders and request services and/or goods through ARIBA to have assigned tasks done as required. Provides timely feedback to requestor and FSN/American Supervisors about work order status.

20% Unskilled labor: Performs various kinds of unskilled manual labor tasks including, but not limited to: removes debris and trash from Embassy Compound grounds and working areas, performs minor grounds repair and other grounds keeping tasks as assigned, gutters cleaning from leaves, moves furniture and lifts, carries and moves other light to heavy objects from place to place. During the winter shovels/plows snow, salts driveways, clears sidewalks of ice. Performs other duties as assigned.

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Secondary education is required.

b. Prior Work Experience:

At least one year of experience as a gardener, florist helper, groundskeeper or similar work involving general landscaping and gardening duties are required.

c. Post Entry Training:

On the job training will be provided.

d. <u>Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):</u>

Level II (limited knowledge) Speaking/Reading/Writing English is required. Level III (good working knowledge) Speaking/Reading/Writing Romanian and Russian are required.

e. Job Knowledge:

Incumbent must have good working knowledge of how to plant and care of plants and flowers, methods of landscaping and grounds keeping; proper use of chemicals, fertilizers and pesticides; use and care of motorized equipment and hand/power tools used in ground keeping maintenance work.

f. Skills and Abilities:

Must have a type "B" local driver's license. Must have the ability to use hand tools and operate motorized equipment and vehicles, such as mowers, sprinklers, fork lift, etc. Must be able to physically lift and move objects including weight up to 50 pounds unassisted. Must have basic computer skills, and ability to operate Microsoft office programs.

16. Position Elements

a. Supervision Received:

Supervision is received through the Grounds Keeping and Custodial Shop Foreman. Also receives instructions from the Maintenance Supervisor, Facility Maintenance Specialist (FMS) and/or General Services Officer b. Supervision Exercised: Provides daily work guidance to four gardeners, assigning tasks and providing instructions.

c. Available Guidelines:

6 FAM. GSO Handbook. Post policies and regulations. Government occupational health and safety guidelines.

d. Exercise of Judgment:

Judgment is required to perform assigned duties in planting and fertilizing, using pesticides and other chemicals; using different manual and electrical hand tools, operating the forklift. Uses own judgement to determine when a problem must be reported to supervisor.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Internal: Communicates daily with co-workers and Embassy personnel in performance of duties.

External: Communicates with contractors doing similar work as necessary.

g. Time Expected to Reach Full Performance Level:

Three months.